

CAMP LIAHONA REDWOODS



STANDARDS AND RESOURCES

2011 EDITION

CAMP LIAHONA REDWOODS

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INTRODUCTORY STATEMENT

This document is based on the Heber Valley (Utah) Young Women Camp Guidelines, a mountain facility developed by The Church of Jesus Christ of Latter-day Saints. It also uses California state law and American Camp Association (ACA) principles for the conducting of safe camping experiences for young people.

Camp Liahona Redwoods is a wilderness facility for use of the Eureka, Redding, Ukiah, Santa Rosa, San Rafael, Napa and Fairfield Stakes. A stake is a group of about ten congregations of the Church of Jesus Christ of Latter-day Saints, also known as Mormons. Users of this facility will adhere to the general behavioral rules of The Church of Jesus Christ of Latter-day Saints. This camp is designated by the Church as a Young Women's camp. It provides a setting in the California Coast Range away from the world where the Young Women program can be implemented.

The purposes of Young Women camp are to give young women age 12 to 18 opportunities to:

- Draw closer to Heavenly Father and His Son, Jesus Christ
- Feel the influence of the Spirit.
- Serve others.
- Build friendships and unity
- Learn skills.
- Appreciate God's creations.
- Have fun!

Camp weeks are six or seven days in duration. Usually stake camp staff will arrive on Monday and prepare the camp for the YW campers. The YW camp program is administered Saturday through Saturday, with check-out on Saturday at noon. Refer to the individual stake camp schedules for stake-specific activities covered during the camp week.

Note: This document does not define the Young Women camp program. Rather it is intended to define guidelines that have been established specifically for Young Women camps at Camp Liahona Redwoods. In addition, "The Church Handbook of Instructions", "The Young Women Camp Manual", and "For the Strength of Youth" should be followed when attending the camp.

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HUMAN RESOURCES STANDARDS

CCR SECTION 30704 (b)(1)(A-D)

SUPERVISOR QUALIFICATIONS AND TRAINING

- **Camp Director.** The Camp Director shall be at least 25 years of age and have had at least two years of administrative or supervisory experience in camp activities (i.e. Unit Leader, Certification Leader, Stake Young Women's Presidency).

STAFF SKILL VERIFICATION CRITERIA AND PROCESS

- **Aquatics Supervisor.** The Aquatics Supervisor shall be at least 18 years of age and shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate or equivalent.
- **Health Supervisor.** The Health Supervisor shall be a physician, registered nurse or licensed vocational nurse.
- **Unit Leaders and Tent Leaders (Counselors).** Shall be at least 18 years of age.
- The Camp Director, Unit Leaders and Tent Leaders shall be trained in the principles of first aid and cardiopulmonary resuscitation.

PARTICIPANT ELIGIBILITY REQUIREMENTS

- Young Women Camp participation is open to females, age 12 to 18, who agree to abide by conduct standards outlined in *For the Strength of Youth* booklet.

STAFF-TO-PARTICIPANT SUPERVISION RATIOS

- There shall be at least one tent leader (counselor) for each 8 campers.

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HEALTH CARE POLICIES AND PROCEDURES

CAMP STAFF RESPONSIBILITIES

The Resident Camp Manager is responsible for the Health Center, through implementation of procedures and supervision of the participating stake health camp programs. The Camp Manager will be the contact person for visiting Department of Health surveyors. All Stake Camp Directors and Health Supervisors are expected to understand and support camp health care policies and procedures and State Child Abuse reporting policies and procedures. Procedures, as appropriate to the Leader's responsibility, will be distributed and discussed during pre-camp season training.

Stake Camp Director is responsible for oversight and supervision of the Health Supervisor and the health care program as outlined in the Stake Camp Guidelines

Camp Health Supervisor

Camp Liahona Redwoods defines the role of the Health Supervisor (HS) to be an individual from each Stake, who during the course of the camp is responsible for the health management of the camp. The Health Supervisor may be a physician (MD), Registered Nurse (RN), Licensed Vocational Nurse (LVN) or an individual who meets the CA Health and Safety Code (1596.866) which is defined as a person who has at least 15 hours of health and safety training that shall include:

- Pediatric First Aid
- Pediatric Cardiopulmonary Resuscitation(CPR)
- Preventative health practices course or courses that include instruction in the recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries. The American Red Cross has designed the "California Child Care Preventative Health & Safety "course that meets this requirement.

The State of California, by this regulation, allows Health and Safety trained personal to be a Health Supervisor. However, the camp strongly recommends that the Health Supervisor be an RN/LVN/ EMT if possible.

Responsibilities of Camp Health Supervisor:

1. Reviews all Health Forms before camp starts to be aware of and prepare for the special needs of the campers.
2. Provides first-aid, medical services, and monitors health and sanitation procedures throughout camp.
3. Provides as needed instruction in first-aid procedures including those related to protection from pathogens in bodily fluids
4. Educates campers and counselors in accident/illness prevention
5. Makes sure medications are safeguarded and administered by state regulatory requirement.
6. Keeps accurate health records
7. Oversees pre-camp health screenings
8. Provides pre-camp first aid training and CPR instruction as needed.
9. Is on-site when campers are in session.
10. For orienting the Health-Care assistant.

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HEALTH CARE POLICIES AND PROCEDURES

11. Remembers that they will have golden opportunities to help the camper/leaders to appreciate priesthood blessings.
12. Reads and familiarizes herself with the camp health care plan. This will be on file in the infirmary. She will initial and date that she has reviewed the health care plan within 24 hours of arrival at camp.

Health-Care Assistant

The health-care assistant (HA) works under the supervision of the Health Supervisor within the same context but does not have the autonomy of the Health Supervisor and is more closely supervised as a result. They must have first-aid and CPR certification.

Unit/cabin counselors are responsible for maintaining high standards of health and safety in all activities and to see that camper health needs are recognized and met.

Responsibilities:

1. Within the cabin, it is the responsibility of counselors to monitor personal hygiene (i.e., teeth brushing, management practices appropriate to the activity)
2. Counselors are responsible for general shower/latrine cleanliness.
3. Counselors in each cabin are assigned responsibility for seeing that health procedures are implemented and that campers obtain their required medications on schedule.
4. Counselors are alert to symptoms of illness, follow-up on instructions from the Health Supervisor, provide for special needs/accommodations, and report to the Health-Supervisor on all treatment/first aid they provide.

Program counselors and program specialists are responsible for maintaining high standards of health and safety in the activities they supervise. They assure that campers are physically and emotionally ready for the activity, that the activity is supervised by qualified personnel that activity areas and equipment are in safe condition before use, and are safeguarded from casual use.

The waterfront area must have a first-aid and CPR certified person present when the activity is open.

Food-service and maintenance staffs are responsible for conducting their activities according to established procedures and regulations.

1. Kitchen staffs are responsible for providing healthy foods, using sound health practices, implementing sanitation and safety practices, and rehearsing emergency procedures.
2. Special dietary needs are recognized and accommodated when possible. If a diet requires something that the camp cannot provide, the parent or individual may be asked to provide supplementary foods.
3. Maintenance staffs are responsible for using safe practices and for being alert to environmental hazards and notifying program personnel appropriately.

MEDICAL CONSULTATION/MEDICAL SERVICE ARRANGEMENTS

A physician is available for advice and consultation. The physician reviews and revises medical treatment procedures and other materials annually, consults with the Health Supervisors and Stake Camp Directors as requested, and advises in situations involving hospitalization or fatality

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HEALTH CARE POLICIES AND PROCEDURES

and when there are parental concerns.

Camp Liahona Redwoods physician is:
Douglas B. McMullan, MD
2510 Airpark Drive, Suite 104
Redding, CA 96001

H 530-244-2312 (after 6pm)
W 530-244-4034 (0730-6pm)
C 530-941-2189 (if the above don't work)

Arrangements are reviewed annually for emergency medical services:

<p><u>Gualala Medical Center</u> 46900 Ocean Drive Gualala, CA 95455 707-884-4005 Main 707-884-4005 ED (same) 707-884-4625 ED Fax</p>	<p><u>Healdsburg District Hospital</u> 1375 University Avenue Healdsburg, CA 95448 707-431-6500 Main 707-431-6300 ED 707-431-7214 ED Fax</p>
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CAMP HEALTH PRACTICES

Confidentiality

Health information is confidential and privileged information. Pre-camp health forms are sent to the Stake Director who, in turn gives them to the Health Supervisor. The Health Supervisor reviews the forms and shares information with counseling and/or kitchen staff on a need-to-know basis. Camp Health Records are confidential and available only to health-care staff and the Camp Director

Health Records

A health form must be completed by campers/parents and leaders prior to camp. The camper form has a parent/guardian permission statement that authorizes both emergency and routine care. (Including the administration of over-the counter-medications)

If a camper arrives to the pre-camp health screening and does not have a parent completed health form and cannot obtain one before the beginning of camp, they will not be allowed to attend camp.

Health forms are maintained in the Health Center by the Health Supervisor.

It is camp policy that a copy of an individual's health form accompanies groups that leave the camp and/or local area. These are usually carried by the person responsible for the group's health care.

The HS/HA is responsible for maintaining complete and up to date health records during camp. These should include:

1. Daily medication administration records, to serve as documentation for dispensed medications.
2. Treatments administered for first aid or illnesses. Leaders who provide even basic first aid (splinters or wound care) are to be instructed to report the incident to the HS/HA and log the

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HEALTH CARE POLICIES AND PROCEDURES

first aid provided.

3. Health Education requested or required.
4. HS/HA interventions for psychosocial counseling

Health Records Storage

At the end of the summer camp season, health forms and records are collected by the Health Supervisor and archived by the home stake for seven years beyond the end date of the camp.

Procedure or Health Screening

Screening is conducted by the camp health-care team within 24 hours of participant arrival (leaders and campers). The practice is a risk-management strategy to (a) protect the camp community from preventable illness and (b) obtain up to date and complete health information for each person. In general, the process updates the health form, gathers information about medications, assesses current health status (including a pediculosis screening), and specifically asks about exposure to communicable disease. It is expected that campers and staff arrive for their camp experience in good health. The camp reserves the right not to admit an ill or infectious person.

Significant findings from the screening are acted upon as warranted by the situation. Parents are notified of potential health concerns identified in the screening process (e.g., immunization needs, dental pain, vision problems, etc).

In addition to the initial health screening, people who participate in out-of-camp excursions (i.e., overnights hikes) are assessed by the HS/HA to determine their ability to tolerate the trip. This evaluation is done a maximum of 24 hours before the trip leaves. In consultation with the trip leader, a recommendation about each person's participation is made.

Response to Injury and Illness

General staff participation in health care is specific to injury/illness. It is the position of the camp that people too ill to participate in the program at any given time, should be under the care of the Health Supervisor/HA. As a result, sick/ injured people are referred to the HS/HA for assessment and assist with providing an appropriate activity level for those in a recovery mode.

Girls, who start their *first* menstrual cycle while at camp, should be referred to the Health Supervisor for education and support.

The camp position with regard to injury is based on the State Good Samaritan law and use of universal precautions. Not all injuries require full emergency-response measures.

First Aid

The person designated to administer first aid is the HS/HA. However, it is expected that individual leaders will coach first-aid care to the level of their training when the HS is unavailable

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or until the HS arrives. It is also expected that the person with the most training will assume primary care-giver status in a given situation.

A First Aid Book will be kept in the Health Center and at the First Aid Locker at all times as a resource. This will be provided by the camp.

First Aid Supplies

First-aid supplies are the responsibility of the individual Stakes or groups to provide. The only medication that is supplied by the camp is EPI Pen which may be found in a locked box in the Health Center. In the locked box will be instructions as to how to replace the EPI PEN if used.

First-aid kits are located at minimum, at the Health Center and in the First Aid locker located on the other side of the river. Each kit has a notebook with instructions to document first-aid supplies used and log the care given. Leaders are expected to complete the notebook, leaving no blanks or incomplete documentation. Remember that documentation must be objective and give a complete sequence of events with timeframes.

Emergency Responses

Emergency transportation is provided by the area's ambulance services. The HS and Camp Director cooperatively decide which mode of travel will be used. In general, the ambulance service is used when the victim is not stable and/or has need for special equipment (e.g., life-support systems).

Handling of Serious Accidents, Major Emergencies, and Fatalities

If a camper or leader is seriously hurt, 911 will be called and the appropriate first aid will be administered. The Health Supervisor and Camp Director, with EMS input will decide whether the victim will be moved to the Health Center or remain as is until 911 Emergency Services arrive. The parents or guardian should be notified as soon as possible.

In the event that a camper or leader dies:

1. Notify 911 EMS, and follow instructions.
2. If 911 cannot be reached because of location (i.e. hike), cover the victim. A Leader should remain with the victim while others go for help.

Contacting Parents

Phone contact with parents/guardians is established in an emergency. Each person's health form contains contact information, as well as designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the HS, Camp Director, or Camp Physician but can be delegated to an appropriate staff member. Since the program has no way of determining what each person considers an emergency, the general camp practice is to contact parents when there is concern about a person's health and/or when a situation is not progressing as expected.

Because many people remotely access their voice mail, it is expected that camp personnel

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leaves voice messages on answering machines that appropriately communicate the need for a given parent to call the camp. All contact, successful and unsuccessful, is documented on the individual's health form.

The Camp Health Center

The camp has a health center with an office, admit area, bathroom, and HS/HA room. The beds are placed in such a way that genders can be separated and isolation can be assured.

The Health Center is unlocked during camp activities. When the HS/HA are not in the center they should be reachable on walkie-talkies or some other means of electronic communication. (The camp does not have cell communication)

It is the responsibility of the current Health Supervisor to keep the Health Center clean. Before leaving the camp the Health Supervisor shall verify that the place is tidy, bathrooms, floors and counters are clean. Report any missing supplies to the Camp Administrator.

First Aid and CPR training for Leaders

Leaders must have documented training in basic first aid and CPR prior to arriving in camp. This may include:

- Licensed as a medical professional
- Current certification card in CPR and First Aid
- Stake provided training during the last year that covers medical emergency situations to which leaders are expected to respond including:
 1. Activating the camp emergency-response team
 2. Clearing and establishing a patient airway
 3. Initiating CPR
 4. Controlling severe bleeding with pressure and elevation
 5. Cooling a burn
 6. Keeping a suspected fracture quiet
 7. Basic wound care

Medications

Medications must be in the care and protection of the health-care provider (in a locked container) to assure proper use and to protect against unauthorized use.

Campers must relinquish all meds (prescription and over-the-counter) to the Health Supervisor for management with the exception of inhalers.

Leaders who are in the cabins with the girls or in any quarters where the girls are housed must turn their meds over to the HS. Leaders that are housed in areas not shared by campers may manage their own meds but they must be secured in their luggage and not in plain view. This mandate complies with State Department of Health guidelines.

Routine personal medications are administered under the supervision of the HS and in accordance with orders from a physician or, as in the case of vitamins, upon the request of

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parents. Medications are most commonly given at a meal simply because campers are easy to find. The HS makes special arrangements with a person if that individual's meds need to be taken at a different time.

Use of "as needed" medication is supervised by the HS. It is important to realize that the rationale for giving a particular medication must be documented. The camp recognizes that most over-the-counter meds can be administered by anyone, but the decision is that most medications require an assessment and therefore must be administered by the HS.

At no time should a leader administer an over-the-counter med to a camper!

In cases where a question exists about medication, the HS must contact the appropriate person (i.e., the prescribing MD or parent) by phone to clarify the issue. This conversation is documented in the health record.

Medications must be dispensed:

- From either the original pharmacy container with instructions for use, and must refer to the individual being treated. **OR**
- In a "weekly" med container, where the meds have been placed by the guardian in the appropriate day and time slots, accompanied by a note signed by the guardian containing the name of the person, medication name, dispensing instructions, and a description of the med. (Example Pepcid AC 10mg before each meal, pink square pill with Pepcid AC " on it)

It is possible that a parent may send a camper with a variety of medications packaged together and the HS may not be able to identify the medication. HS may not administer medication unless they follow standard nursing medication practices. Consequently, the HS may have to tactfully arrange with the parent for a new supply of appropriately labeled medication. To minimize this potentially time consuming event, the camp Medical Form clearly instructs parents how to route medications into the program. The HS is expected to refuse to give a medication which does not meet safety guidelines. It is encouraged that the medications be turned in at the pre-health screening, so that problems like this may be caught before the camper arrives at camp.

When medications are administered away from the camp (i.e. day hikes) and it is not reasonable to send the entire supply on the trip, the appropriate dosage may be put into a sealed package or vial (that has not been previously used), with the individual's name, name of medication, and complete instructions for when and how to give it. The package should be in the controlled care of an adult. A written record is required.

When can medications be administered by first aider health supervisor?

(In cases where the Stake does not have a RN/LVN as Health Supervisor)

It is essential that in addition to the aforementioned guidelines, the first aider should:

- Understand the importance of giving the medication as directed.
- Know what to do if there is an error, such as failure to give before a meal or as otherwise directed.
- Know possible reactions or side effects and how to respond if one occurs.

If a non-nurse Health Supervisor must be used, the Camp Director shall be responsible to make sure that the First Aider has received documented training from a RN before coming to camp,

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on the principles of Medication Administration.

Sanitation

Hand washing and toileting facilities shall be cleaned and in good repair. If the Health Supervisors notes that health issues are apparent in these areas they should be brought to the attention of the Camp Director

Hand sanitizers are to be available to the campers in areas where hand washing is not. A hand sanitizer shall be located in the dining area adjacent to the entrance to the food line, and campers encouraged using it unless prevented to do so by allergies. Counselors should be advised that campers are to have hand sanitizers on hikes.

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HEALTH CENTER EMERGENCY CONTACT NUMBERS

Notify Camp Director when 911 calls are made or camper is sent to local EMS services.

A physician is available for medical advice and consultation. He should be called for the following situations:

- Help determine need for emergency services or hospitalization
- Parental concerns
- Medical or medication questions

The physician should be notified when the following occurs:

- All 911 calls
- Fatality

Camp Liahona Redwoods physician is:

Douglas B. McMullan, MD
2510 Airpark Drive, Suite 104
Redding, CA 96001

H 530-244-2312 (after 6pm)
W 530-244-4034 (0730-6pm)
C 530-941-2189 (if the above don't work)

Local EMS services

<p><u>GUALALA MEDICAL CENTER</u> 46900 Ocean Drive Gualala, CA 95455 707-884-4005 Main 707-884-4005 ED (same) 707-884-4625 ED Fax</p>	<p><u>Healdsburg District Hospital</u> 1375 University Avenue Healdsburg, CA 95448 707-431-6500 Main 707-431-6300 ED 707-431-7214 ED Fax</p>
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SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

TRANSPORTATION AND PARKING

- Stakes may transport young women by private vehicles or bus. Each driver must be a licensed, responsible adult 21 years of age or older. “Participants in Church activities should be covered by personal and health insurance.”
- If buses are used, stake leaders are responsible to make their own busing arrangements. A minimum of **two** adult leaders are required to ride each bus.
- When driving private vehicles, after unloading, drivers must park in designated parking areas for the duration of camp, facing out for safety). Parking areas are located in front of Coalman Lodge, across the street from Coalman Lodge below Berger Lodge, and in the corral area on the west access road at camp. Parked vehicles must be locked.

PARTICIPANTS

- Stake use of camp is 1PM Saturday until 12 Noon on the following Saturday. Any variation on this schedule needs to be approved in advance by the camp administrators and affected stake camp directors.
- **Children, infants, nursing babies, young men (under 21), and single men are not permitted in camp when young women groups are in camp.**

SAFETY AND SECURITY

- **The safety of the young women is the responsibility of the stake/ward leaders.**
- Safety training will be provided annually for group leaders during camp preparatory training sessions. This will include appropriate storage of medication and other sensitive materials and the required leader/camper ratio.
- **A stake activity permission and authorization form must be signed for each young woman.** A signed copy of this form should be brought to camp for use by your stake/ward medical personnel.
- **“Participants in Church activities should be covered by personal accident and health insurance.”**
- Adult supervision will be provided at all times during camp for all groups. Priesthood holders can provide additional security. Priesthood holders do a nightly sweep of camp to ensure all YW campers are safe and secure.

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SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

- Young women should be in sleeping quarters by 10:00pm. Lights should be turned out and young women **quiet** by 10:00pm. Nightly headcounts will be taken to ensure all campers and leaders are accounted for.
- Stake leaders may bring cell phones for emergency or stake use; however cell phones have limited reception and are therefore not reliable for in-camp communication. Walkie-talkies are encouraged for coordinating group activities in camp; camp does not supply them—if **you want to use them, you must bring your own.**
- There are no public phones in camp. For emergencies there is a central telephone to be used only with permission from the camp administrator.
- To contact camp, a predetermined contact person should be selected by the Stake to handle all emergency communications.
- **A Medical Supervisor (doctor or nurse) will accompany each stake for the duration of the camp.** This person will be prepared to treat typical and emergency camping related ailments and injuries. **Medical supplies are to be provided by each stake.** There is a designated first aid area at the Infirmary. Stakes must provide their own lock to secure medications.
- **Medical personnel are to remain in camp until all young women have departed.**
- Emergency procedures are in place for the safety of all. Emergency procedures will be explained by the camp administrator/guardian in the Saturday or Monday orientation.
 - * **Fire:** In the event of fire, all campers shall assemble at the designated area. Follow the stake camp director instructions. Do not return to sleeping quarters until instructed to do so. Do not leave camp unless instructed to do so by the stake camp director.
 - * **Earthquake and severe storm:** In the event of an earthquake or severe storm, remain in your assigned camp area. Do not go into damaged buildings/areas. Report medical needs to the Medical Supervisor.
- **Stake must have a plan to account for every girl and leader in case of an emergency.**

KITCHEN SANITATION

- The Sonoma County Environmental Health Department monitors the kitchen and sanitation facilities.

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SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

- A certified food handler must be assigned to the kitchen. The food handler's certificate must be posted in the kitchen.
- Flies, mosquitoes and other insects will be controlled by each camp director. Measures to control insects will be in accordance with generally accepted standards.
- Rodent control will be provided by the camp administrator.

WASTE DISPOSAL

- Garbage is to be placed in the garbage enclosure beside the kitchen.
- Garbage will be removed from the garbage building daily and taken to the dump.
- All inhabited buildings shall be swept and cleaned daily. Do not store any food or snacks in any sleeping area.
- For safety purposes and to prevent attraction of wild animals:
 - All food and snack items shall not be left unattended.
 - Food items shall be stored in sealed containers in appropriately designated areas.
 - Food wrappers are to be disposed of in the nearest garbage container.
 - Group leaders are responsible for ensuring that garbage is placed in the garbage building after every meal and throughout the day.
- Garbage from throughout camp will be collected daily and taken to the central refuse station located behind the dining hall.
 - The central refuse station will be secured after each use.
 - Garbage runs will be made daily Wednesday through Saturday to the Sonoma County Transfer Station eight miles west of camp.
 - A dump card will be provided in the camp pickup truck. Receipts will be kept in an envelope provided in the glove box.
 - A final dump run must be provided by each stake on the day they check out (typically Saturday).
 - Rodent control of the central refuse station will be provided by the camp administrator.

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SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

FIRES, COOKING AND FUELS

- **Fires are permitted in designated fire rings ONLY.** Fires must be attended at all times and extinguished completely. **No candles**, lighter fluid, or explosives of any kind are permitted. Firewood is provided. **DO NOT** bring firewood from home. A hatchet or axe to split supplied firewood is recommended—make sure proper safety procedures are followed when using them. Fire restrictions may require temporary termination of all fires in camp. Leaders should review fire prevention guidelines with the young women at the beginning of camp. Locate fire extinguishers and teach the young women their proper use.
- **Fire permits are required as per Forest Service.** Check with camp administrator.
- Cooking is permitted with adult supervision at the fire ring.
- Individual propane stoves and lanterns are only to be used at the fire ring and in dining areas.
- Dutch oven cooking is only permitted in the fire ring
- Briquettes are to be used only in the fire ring and barbeques and must be extinguished properly.
- Fires are **NOT** permitted on hiking trail areas at any time for any reason.

FIRE PREVENTION PLAN

- Fires, when permitted, are to be built in designated fire rings **ONLY**.
- Do not make any new fire rings without the approval of the camp administrator.
- The camp administrator, in consultation with county and state fire officials will determine whether fires are permitted.
- No fires will be built without the camp administrator's permission.
- No fires will be left unattended.
- Shovels and or water must be provided at each fire.
- No candles or other open flame or open flame devices are permitted in sleeping quarters.

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SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

- Each fire in camp must be supervised by at least one adult over 18 years of age.

Fire Drill

A fire drill will be conducted on the first day of camp.

Fire Fighting Equipment

- Smoke detectors are provided in each sleeping area.
- Smoke detectors must be checked the first day of camp and defective or inoperable detectors reported to the camp administrator.
- Fire extinguishers shall be provided per the fire code.
- Fire hose stations are strategically located throughout camp and can be used for first aid firefighting.

Fire Patrol Duties

- The stake camp director will ensure that all fires are extinguished after use. Priesthood holders will be assigned to check on the status of the fires each night. All fires must be extinguished by 11:00 pm.
- Group leaders will ensure that fire rings are checked daily. On days that no one is in camp, the camp host will be responsible for checking the fire rings.
- The camp administrator will provide fire safety instruction (checking fire ring, location and use of equipment, reporting procedures) during the group leader instruction at the first day of camp.
- Fire safety training is also required for each hiking group leaving camp. Overnight hiking groups also need to follow fire safety practices for remote camping guidelines.

GENERAL CONSERVATION AND SAFETY

- **Nails, screws and tacks are not permitted for use in or on cabins, buildings, signs or vegetation. Please remove all staples and tape before leaving camp.**
- Preserve natural vegetation. Do not pick wildflowers or foliage.
- Water conservation is encouraged.

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SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

- No pets, other than guard dogs or service dogs, are allowed.
- Pranks are not allowed.
- Portable heaters of any type (electric, propane, gas, kerosene, etc.) are not permitted.
- Electric curlers and hair dryers are discouraged.
- Archery and firearms are not permitted in camp, except in designated program areas. BB guns are the only allowed firearms.
- Individual radios, CD players, and cell phones are not permitted for young women.
- Bicycles, skateboards, roller-blades, or ATV's of any type are not permitted. Camp administrator/guardian is authorized to use ATV's or golf carts.
- Riding outside of motor vehicles or in the back of pick-up trucks, trailers, etc. is not permitted.

STAKE RESPONSIBILITIES

1) Priesthood:

- **The main responsibility of the priesthood leaders is to assist Young Women leaders with the physical safety and spiritual nature of camp.** Priesthood support for the adherence to camp guidelines is crucial for the accomplishment of those objectives.
- **Each Stake must have a minimum of 8 Melchizedek priesthood holders attend camp. At least two of them are to be in camp at all times** (others may be outside the camp accompanying hikers or doing other activities).
- Two priesthood holders are required to accompany hikers at each overnight backpack campsite.
- **Priesthood holders are present to protect the camp and should locate their sleeping areas to protect the perimeter of the camp and the camp entrance.**
- An invitation to complete volunteer service assignments may be extended to all invited stakes prior to or during camp. Assignments may include construction, building trails, planting trees, or cutting firewood. All projects must be coordinated with camp administrator.
- **Never be alone with a young woman or young woman leader.**

CAMP LIAHONA REDWOODS

SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

- **Priesthood holders are to complete all minor repairs to the camp that arise during their stay. The camp administrator will provide the supplies necessary to conduct the repairs.**

2) Young Women Leaders

- **Camp management recommends at least one leader for every eight young women.**
- Young Women leaders are responsible to ensure that participants adhere to camp procedures and guidelines.
- **“When staying in tents, youth may not stay in the tent of an adult leader unless the leader is her parent or guardian. If Young Women leaders and young women share overnight facilities, such as a cabin, there must be at least two adult women in the facility.”** (2002 YW Camp Manual, p. 90)
- **Ensure that check-in and check-out procedures are followed.** Upon arrival, a check-in form will be presented by the camp administrator or guardian. Use this form to record any damage or needed repairs and return the form to the camp administrator. At the conclusion of camp, go through assigned campsites again, using the check-out form to note any further repairs or maintenance needs. Please clean all facilities used by your stake while at camp, including cabins, restrooms, showers, pavilions, kitchen, and cooking facilities. These areas must be checked by your camp administrator or guardian prior to your departure. Cost for vandalism, including graffiti and broken or lost equipment, will be assessed to the responsible stake.
- **A mandatory orientation meeting for leaders will be held the first day of camp by the camp administrator.** Meetings are held in the eating area.
- Restrooms should be checked daily for needed supplies and cleaned daily by each stake. All floors (including stalls) should be swept; toilets, sinks, and showers scrubbed, mirrors shined; and equipment returned to storage. All floors should be scrubbed when you do your final cleaning at the end of the week. **Cleaning supplies, including gloves, are not provided—you must bring your own.**
- **Sanitary supplies should be deposited in cans or bags, NOT in the toilet.**

ADDITIONAL GUIDELINES FOR YOUNG WOMEN CAMPS

- Pregnant women and those with high blood pressure or breathing difficulties are strongly discouraged from attending the camp.

CAMP LIAHONA REDWOODS

SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

- “Dress standards for safety and protection have been established as long pants (no shorts), full length shirts (to cover stomach area) with short or long sleeves, and footwear that is comfortable and will protect your feet.” Standards outlined in “For the Strength of Youth” should be followed.
- The buddy system is strongly recommended.
- Be good friends and neighbors.
- Plan and administer your camp program in a way that will not interfere with groups outside of camp.
- Camp security recommends a head count be taken at breakfast, lunch, dinner, and at 10:00pm. If someone is missing, contact the stake camp director immediately.

GENERAL INFORMATION ABOUT CAMP LIAHONA REDWOODS

- **Restroom supplies, toilet paper, towels, and hand soap are not provided by the camp. Soap is not supplied in the showers. Glass containers should not be used in bathrooms or showers.**
- The Santa Rosa Stake is the Site Operator for the camp. A camp administrator is provided by the Santa Rosa Stake.
- Food and supplies may be transported to camp in private vehicles. After unloading, the drivers will be asked to park in the parking areas for the duration of camp, facing out.
- Weather can vary greatly. Be prepared.
- This is a wilderness camp. There are ticks, snakes, stinging nettle, poison oak, bees and other backcountry insects and plants. There are raccoons, skunks, deer and mountain lions. Although the trails are marked, they are rough trails. When on the trails, be alert and observe safe hiking practices.
- **No food of any kind, perfume, toothpaste, candy, or anything else that might be edible by any animal should be left in sleeping areas unattended at any time.**

CAMP LIAHONA REDWOODS

SAFETY STANDARDS CCR SECTION 30704(b)(1)(F)

CAMP FACILITIES

- The Santa Rosa Stake is dedicated to making this camp safe and enjoyable to those stakes using it. Please respect the facilities and treat them with care so that others may also enjoy their camp experience.
- Stakes shall accomplish all minor repairs needed while at camp. The camp administrator will provide repair supplies as needed and will undertake major repairs.
- *Stakes are to make no changes/improvements to camp facilities without permission from the camp administrator.*

Camp Liahona Redwoods Aquatic Safety Policy

2/2011 v3

Camper Responsibilities

- Obey all posted warning signs
- Never swim alone -- Where's your buddy?
- Don't swim just after eating
- Don't swim when you're hot and tired
- Don't swim out after drifting objects
- Never dive or jump into unknown water
- Swim only in designated areas
- Wear a life jacket if you can't swim
- Never use air mattresses
- Don't swim in cold water (hypothermia)
- Don't stay in the water too long
- Watch out for fallen trees and limbs
- Watch out for rapids or whitewater
- Watch out for strong currents
- Use feet first when entering the water

Camp Liahona Redwoods - Aquatic Safety Policy

- Inexperienced swimmers should stay in water less than chest deep
- Drink plenty of water regularly and often even if you do not feel thirsty
- Watch out for the dangerous “too’s” – too tired, too cold, too far from safety, too much sun, too much strenuous activity
- Protect your skin from UV rays with SPF +30.
- Wear eye protection to protect against damage that can occur from UV rays.
- Wear foot protection. Many times, people's feet can get burned from the sand or cut from glass in the sand.

Aquatic Supervisor

A staff member shall be designated as the Aquatic Supervisor; the Aquatic Supervisor shall be an ARC Certified Lifeguard or shall have equivalent CPR and basic first-aid training. The Aquatic Supervisor shall be at the riverfront area at all times during swim time; The Aquatic Supervisor to Campers ratio shall be 1 to 25:

- (1) One Aquatic Supervisor for every
- (25) Twenty-five Campers

Campers are all swimmers and non-swimmers using

Camp Liahona Redwoods - Aquatic Safety Policy

the waterfront area; campers are any staff members or guests using the riverfront area or swimming but not acting as an Aquatic Supervisor.

Campers and staff members need the health history on file.

- A record of any allergies
- A record of immunizations
- A record of last tetanus shot
- A record of health conditions requiring medication, treatment, and special restrictions.

Lifesaving Equipment

The Aquatic Supervisor shall have a two-way radio at all times; The two-way radio shall be used to contact the camp director and/or the camp nurse in case of emergencies. The camp director and/or camp nurse can call 9-1-1 in case of an emergency beyond the capabilities of the camp staff.

There shall be basic lifesaving equipment at the

Camp Liahona Redwoods - Aquatic Safety Policy

riverfront area at all times: a pole, rope, and a personal flotation device (PFD). The Aquatic Supervisor shall have unobstructed access to the lifesaving equipment at all times.

Personal flotation devices (PFDs), the pole, and the rope are to be used for no other purpose than for saving lives involving water.

Signs

All signs, indicating in plain letters, shall be clearly visible at the riverfront area.

There shall be CPR instructions and 9-1-1 and/or the local emergency number posted at the riverfront area.

Signs at the riverfront area shall indicate the depth of water, the location of pools and eddies, and the presence and direction of currents of water. Non-swimming areas shall be clearly posted with 'No Swimming' signs.

Basic First Aid

Heat Stroke

Watch for signs of heat stroke: Heat stroke is *life-threatening*! The person's temperature control system, which produces sweating to cool the body, stops working during heat stroke.

The body temperature can rise so high that brain damage and death may result if the body is not cooled quickly.

- Signals of heat stroke include:
 - Hot, red, and usually dry skin, but in some cases such as during athletic activity while wearing a helmet, the skin may be moist.
 - Changes in consciousness
 - Rapid, weak pulse, and rapid, shallow breathing

Camp Liahona Redwoods - Aquatic Safety Policy

- In case of heat stroke:
 - Call 9-1-1 or your local EMS number
 - Move the person to a cooler place
 - Quickly cool the body by wrapping wet sheets around the body and fan it
 - If you have ice packs or cold packs, place them on each of the victim's wrists and ankles, in the armpits and on the neck to cool the large blood vessels
 - Watch for signals of breathing problems and make sure the airway is clear
 - Keep the person lying down

Bee stings

First aid to be administered by Aquatic Supervisor.

Cuts

First aid to be administered by Aquatic Supervisor.

CAMP LIAHONA REDWOODS

EMERGENCY STANDARDS

CCR SECTION 30704 (b)(1)(G)

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well being of the campers and staff ALWAYS comes first.

MAJOR INJURIES AND ACCIDENTS

If you are the primary staff member at the scene in camp:

1. Count to ten and evaluate the overall situation. Do not rush or panic.
2. Take charge. Be firm and clear with your instructions to campers and staff. Use a calm tone of voice.
3. The staff member with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the camp health log within 12 hours of the incident.
4. Delegate another staff member to ensure the safety of other campers by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one staff member at the scene of the accident with the victim.
5. Contact the Health Supervisor as soon as possible. Provide a clear description of the emergency and your location.
6. Notify the Camp Director or other administrative staff in the camp office.
7. Begin collecting the facts. What happened? How? When? Where? Witnesses? Where was the staff? Campers? What could the victim have done to prevent the injury?
8. Once the Health Supervisor/Camp Director arrives at the scene, summarize the situation and answer questions. The Health Supervisor or Director will take charge.
9. Prepare accident reports within 24 hours.
10. In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

If you are out of camp:

1. If the injury is not a life/death situation or is an illness, contact camp first. If the emergency appears to be life/death related, call 911 first (or appropriate EMS number), then notify the camp.
2. Be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments "off the record." Do not speculate.
3. Indicate as pleasantly as possible that you are not authorized to speak for the camp and refer them to the Camp Director.
4. Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved.
5. Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.

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6. Contact the child's parents only if you have authorization from the Camp Director or Health Supervisor.

If you are a secondary staff member at the scene: Campers' safety is first!

1. Quickly and quietly follow the directions of the person in charge of the situation.
2. Do not panic . . . remember, you must set an example for the campers at the scene.
3. Offer advice only if you are more knowledgeable about the incident or you are asked.
4. Do not discuss or allow campers to discuss the situation with anyone other than camp personnel or law-enforcement officials.
5. Assist in preparing reports as needed.

WATERFRONT EMERGENCIES

General Guidelines:

1. The buddy system is used at all aquatic activities.
2. "Buddy checks" need to occur at least once during each aquatic activity period.
3. Aquatics Supervisor should have periodic rehearsals of aquatic rescue procedures.
4. In the event of an aquatic emergency, the Aquatics Supervisor shall be in charge.
5. The Aquatics Supervisor shall follow the aquatics program standards outlined in the Aquatics Program Policies section of this manual.

At the River

Near-Drowning:

1. The Aquatics Supervisor signals a long blast on the whistle. This signal alerts other pool staff and watchers that it may be necessary to clear the swimming area and put rescue procedures into action.
2. Aquatics Supervisor will reach victim in the fastest possible way and administer appropriate lifesaving techniques. If she/he requires help in the rescue, she/he extends a clasped fist into the air. Remaining camp staff assist with the rescue.
3. Camp Staff signal all campers to leave the water and the swimming area. The counselors will supervise the campers.
4. One counselor will be asked to report immediately to the office and explain the nature of the incident. The Health Supervisor and Camp Director will be contacted immediately. If the emergency is a drowning or major injury, 911 will be contacted. (Fill out the Emergency Checklist located by the phone)

Lost Swimmer:

If a camper is missing during a buddy check or the camper's buddy or counselor notifies the Aquatics Supervisor that a camper is missing:

1. A whistle is blown for a "buddy check." Note the time. Signal participants to clear swimming area. Give a predetermined signal to alert staff when a swimmer is reported missing, and notify the Stake Camp Director.

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2. Unit staff assigned by the Aquatics Supervisor will take other campers out of the pool area or other designated place. Make sure staff has a complete description of the missing person.
3. Aquatics Supervisor will **immediately** search the swimming area where the person was last seen, and other staff will check other areas such as bathrooms, showers, locker rooms, snack bar, and sunbathing areas.
4. Have staff check the missing swimmer's living area or other areas where the person may have gone.
5. Aquatics Supervisor will designate a staff member to inform the camp office of emergency details.
6. If the missing person is not located in one hour, the Stake Camp Director will call 911 and request assistance. The Stake Camp Director will also contact the Camp Administrator.

FIRE

Fire drills are held within the first 24 hours of each session as prescribed by state law. The safety of campers and staff depends on everyone performing their job efficiently. To avoid confusion during an emergency, learn your responsibilities well.

Review with campers an emergency exit from their sleeping area and where to assemble when they hear the alarm.

Signal

Blasts of the horn is 'the signal.' When the signal is heard in the camp, assemble the campers at the waterfront. Contact the camp office by walkie talkie, or runner to let them know you've heard the signal and to receive any instructions.

If the fire is in the unit, designate one staff member to walk the campers away from the fire (upwind or downhill). Another staff member is designated to notify the camp office. (Send a staff runner.) Other staff members attempt to contain the fire using hoses, rakes, shovels, bucket brigade, and fire extinguisher. Begin fighting the fire at the outside perimeter, not in the middle, since attacking the center tends to spread it more. Use good judgment! Do not risk injury to staff or campers.

The Stake Camp Director will call 911. She will give necessary directions and lead an evacuation as necessary.

When the Alarm Sounds

Stop all activities, assemble all campers in a buddy line and count to be sure all the campers and staff are present. All persons, if possible, should have shoes on their feet, and if at night, flashlights. Proceed quickly and quietly to the waterfront area. Upon arrival, do another head count and report the number of campers and staff present to the person in charge. Keep the campers quiet and calm and wait for further instruction.

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If the fire prevents you from reaching the waterfront area, use good judgment. Stay put so an administrative staff can reach you OR exit quickly, using the safest route, to the nearest road. Wait at the road for assistance.

If possible, bring the campers' medications and the unit first-aid kit.

Staff without unit responsibility will carry out their assigned tasks.

Exit

If it is necessary to immediately evacuate the camp, campers will be divided by units and loaded into all camp vehicles and staff cars and transported to either Warm Springs Dam parking lot (east) or Highway 1 at Skaggs Springs Road (West).

EARTHQUAKE

Most campers are well rehearsed in earthquake "duck-and-cover" drills at school. If campers are inside, have them move away from windows and "duck and cover" under beds, tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Be aware of falling overhead power lines. Seek an open area.

After an earthquake, do not enter any buildings until they have been checked by the camp administrative staff or the rangers. If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks.

Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories, etc.) until help arrives. Staff members take head count and Stake Camp Director makes sure everyone is accounted for. She will also make the decision to evacuate based on the specifics of the emergency and instruction from authorities.

Evacuation may be by vehicle or on foot. If by vehicle, all staff and campers will be assigned to available vehicles. Stake Camp Director will decide a place and time for evacuees to meet after evacuation.

Evacuees will be instructed to take jacket, shoes, sleeping bag and money if time allows. Unit leaders must bring participant and staff roster with health records and home phone numbers. Stake Camp Director will be responsible for bringing food, water, emergency information form, and for providing security and communications at site. She will contact the Camp Administrator.

ELECTRICAL STORM

Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Seek shelter under a low clump of trees, in a building, or automobile. All swimmers must go to the edge and get out of the water upon the signal from the waterfront staff.

MISSING PERSON PROCEDURE

On the first day of the session, review with campers "Staying Found" and what to do if separated from the group with campers. Upon determination that a camper is missing:

CAMP LIAHONA REDWOODS

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1. Determine when and where the camper was last seen. Stay calm so you don't frighten the other campers.
2. Discover (if possible) the state of mind of the camper. Was she depressed or angry, threatening to run away? Did he fall behind on a hike, or leave to visit a friend in another unit? A camper who does not wish to be found will require a wider and more careful search. Try to determine the style and color clothing the missing person was wearing.
3. Do a search of the immediate area with available staff. (The camper may have wandered to the edge of the activity.) Ask nearby campers and staff if they have seen or know where the camper is. Before leaving the rest of the group to find a camper, see that they are supervised by another staff member.
4. Check any known accomplices (friends in other cabins, etc).
5. Check bathrooms, dining hall, the cabin, and a friend's cabin.
6. Contact the Camp Director or other administrative personnel about the situation. Include the name of the missing camper, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The Camp Director will organize an extended search. If the camper is not found in 20 minutes, the camper will be presumed lost. The Camp Director will institute a public search that will include contacting the sheriff department.
7. Do not ignore the remaining campers. Be calm and positive. Acknowledge their fears and move on to some activity.
8. A search will be conducted as follows:
 - No one will search alone.
 - All pairs of searchers carry a watch and a whistle that will be blown if the person is found.
 - Synchronize watches.
 - The total time for search will not exceed one hour. After one hour, all search party members will return to the Stake Camp Director's office to share findings.
8. After one hour, the Stake Camp Director will call 911 and request assistance. She will also contact the Camp Administrator and complete an incident report and any other reports requested.

INTRUDERS

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgment must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. This is private property, and not open to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe

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EMERGENCY STANDARDS

CCR SECTION 30704 (b)(1)(G)

the whereabouts of the person. If the intruder does not leave immediately, the Stake Camp Director will call the Sonoma County Sheriff and the Camp Administrator.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Teach the campers to come quietly and tell you if they see an unfamiliar person on the property. If a camper encounters an unfamiliar person, real or imagined, never tell the camper that "it really wasn't anything," "there is no need to be afraid," or "it was just your imagination." Frightened campers need to be allowed to experience their fear, to know that it is okay to be afraid, and to talk about their experience.

If you are off camp property, keep a staff member with the campers while two other staff members go to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the Camp Director immediately of any intruders. Complete an incident report and any other reports requested.

KIDNAPPING

DO NOT ALLOW ANYONE (stranger or known) TO REMOVE A CAMPER FROM CAMP!

All staff members will refer all visiting persons (stranger or known) to the Camp Director. Under NO conditions may a camper be removed from camp without the permission of the Camp Director.

Strangers may come to the camp in search of potential victims. Custody disputes between parents can result in an attempt to remove a camper from camp.

Should a camper be taken from camp without the expressed and direct approval of the Director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the Camp Director IMMEDIATELY!

CHILD ABUSE OR MOLESTATION

Section 11166 of the California Penal Code requires any child care custodian who has knowledge of or observes a minor in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse (physical, sexual, emotional abuse or neglect) to report the known or suspected instance of child abuse to a child protective agency immediately.

1. **Who must report:** Those who, by nature of their employment have contact with minors are mandated reported. **These people include those who serve in either a paid or unpaid capacity at youth camps.**

CAMP LIAHONA REDWOODS

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CCR SECTION 30704 (b)(1)(G)

2. **When to report:** A report is required when a person has knowledge of or observes a young woman in his or her professional capacity and reasonably suspects the young woman to be a victim of:

- Abuse, neglect, and/or abandonment
- Deliberate physical injury of a young woman
- Sexual Molestation
- Causing or allowing great bodily harm, death, unjustifiable physical pain or mental suffering, or danger to health
- Exploitation, child pornography and child prostitution

3. **How to report:**

- Report any observations, knowledge of abuse or reasonable suspicions of abuse immediately to the Stake Camp Director.
- Both the Stake Camp Director and the reporter will contact the Camp Administrator.
- Within 24-36 hours of observation and by telephone and in writing, one of the following agencies shall be contacted:

Children's Protective Services

Sonoma County Sheriff's Department

Department of Social Services

4. **What to include on the report:**

- Name of person making the report
- Name and present location of young woman
- Nature and extent of injury
- Any other information that leads you to suspect child abuse as required by the child protective agency

CAMP LIAHONA REDWOODS

ENVIRONMENTAL HAZARD STANDARDS

CCR SECTION 30704 (b)(1)(H)

ENVIRONMENTAL HAZARDS

There is a higher risk of injury associated with each of the following hazards than with other elements of our environment here. Please **AVOID** these whenever possible.

- The area behind Legacy Lodge.
- The areas immediately near and around the staff private residences.
- Area behind the main kitchen.
- Pump areas.
- Swinging or rocking the bridge.
- Waterfront activities permitted with Lifeguard only.
- Poison oak.
- Ticks.
- Campers should cross the main road only with an adult.

CAMP LIAHONA REDWOODS

APPENDIX A: MAPS

- **LOCATION MAP**

- **CAMP MAPS**

- **MAP AND DIRECTIONS TO:**
 - **Gualala Medical Center**
 - **Healdsburg District Hospital**

CAMP LIAHONA REDWOODS

APPENDIX B: LISTS

- **2011 YW Camp Calendar**
- **Health Center Emergency Contact Numbers**
- **Contact Numbers List and Directions to Camp**

CAMP LIAHONA REDWOODS

CAMP SCHEDULE

2011 YW Camp Dates

June 11 – June 18	Napa Stake YW Camp
June 18 – June 25	Redding Stake YW Camp
June 25 – July 2	Eureka Stake YW Camp
July 2 – July 9	No YW Camp this week
July 9 – July 16	Ukiah Stake YW Camp
July 16 – July 23	San Rafael Stake YW Camp
July 23 – July 30	Fairfield Stake YW Camp
July 30 – Aug 6	Santa Rosa YW Camp
Aug 6 – Aug 13	Open

CAMP LIAHONA REDWOODS

HEALTH CENTER EMERGENCY CONTACT NUMBERS

Notify Camp Director when 911 calls are made or camper is sent to local EMS services.

A physician is available for medical advice and consultation. He should be called for the following situations:

- Help determine need for emergency services or hospitalization
- Parental concerns
- Medical or medication questions

The physician should be notified when the following occurs:

- All 911 calls
- Fatality

Camp Liahona Redwoods physician is:

Douglas B. McMullan, MD
2510 Airpark Drive, Suite 104
Redding, CA 96001

H 530-244-2312 (after 6pm)
W 530-244-4034 (0730-6pm)
C 530-941-2189 (if the above don't work)

Local EMS services

<u>GUALALA MEDICAL CENTER</u> 46900 Ocean Drive Gualala, CA 95455 707-884-4005 Main 707-884-4005 ED (same) 707-884-4625 ED Fax	<u>Healdsburg District Hospital</u> 1375 University Avenue Healdsburg, CA 95448 707-431-6500 Main 707-431-6300 ED 707-431-7214 ED Fax
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EMERGENCY PHONE NUMBERS

IN CASE OF AN EMERGENCY DIAL 911

Then stay on the phone with the emergency response operator until you are told to hang up.

CONTACT	ADDRESS	PHONE
CAMP ADMINISTRATOR Michael Ginn		(707) 321-5927
Asst Administrator Bob Keig		(707) 226-7020 – home (707) 688-7764 – cell
Asst Administrator Mike Erickson		(707) 252-3210 – home (707) 284-4977 – cell
Camp Phone ~ Guardian, Admin House, Kitchen, Nurses	27010 Skaggs Springs Rd Annapolis, CA 95412	(707)886-1822
CDF	The Sea Ranch	(707) 785-2335
Closest Hospital	Gualala Medical Center 46900 Ocean Drive Gualala, CA 95445	(707) 884-4005
Emergency Room	Healdsburg District Hospi 1375 University Street Healdsburg, CA 95448	(707) 431-6500
Fire Dept		911
PG&E		(800) 743-5000
Poison Control		(800) 222-1222
Rescue Service		911
Sonoma County Sheriff		(707) 565-2121

DIRECTIONS TO THE SITE:

From Healdsburg at Highway 101: Take the Dry Creek Road exit and proceed west. Pass Lake Sonoma / Warm Springs Dam approximately 2 miles and turn left onto Stewarts Point / Skaggs Springs Road. Follow Stewarts Point /Skaggs Springs Road for 25 miles to camp.

From Highway 1: At Stewarts Point on Highway 1, turn onto Skaggs Springs Road and drive east 9 miles to camp.

CAMP LIAHONA REDWOODS

APPENDIX C: FORMS

- Stake Camp Director Checklist Form
- Emergency Checklist Form
- Check In / Check Out Form
- Camp Date Request Form
- Camp Use Form
- Camp Evaluation Form
- Kitchen Policies and Procedures
- HR-4 Voluntary Disclosure Statement

CAMP LIAHONA REDWOODS

APPENDIX C: FORMS

Camp Director Checklist

To be completed and turned in to the Camp Administrator / Guardian upon arrival at camp.

In an attempt to help guide you to specific requirements from the State, we are providing you with this checklist. If you complete all of these items, we should be in compliance with the new State Laws and Regulations Relating to Organized Camps. When we are inspected (and we will be sometime this summer) they will be looking for compliance with the enclosed regulations.

_____ I have read the Camp Liahona Redwoods Standards, the Camp Liahona Redwoods Emergency Procedures and sections 30700, 30750 and 30751 in the Excerpts from the California Codes.

_____ All of my leaders have appropriate qualifications and have been trained in CPR.

_____ The Health Supervisor has given me the written Health Care Plan and has made arrangements to screen the campers within 24 hours of arrival at camp.
(pg 16, para i, excerpt from CA Health and Safety Code)

_____ I have provided a copy of Section 30750 from the Excerpts of the CA Code to my Health Supervisor.

_____ I have trained all of my staff on the procedures contained in the Camp Liahona Redwoods Emergency Plan and the applicable provisions of the Camp Liahona Redwoods Standards.

_____ I have provided the Camp Administrator / Guardian with my Stake YW Camp Schedule.

Camp Director

Date

Stake

CAMP LIAHONA REDWOODS

APPENDIX C: FORMS

EMERGENCY CHECKLIST

When calling for EMS (911, or other emergency numbers), check the following boxes as information is given:

	Emergency is at Camp Liahona Redwoods (Old Camp Gualala), 27010 Skaggs Springs Road, Annapolis , CA. 95445		What happened (be concise):
	Telephone number and extension that call is being made from: Camp Phone (707) 886-1822		Number of people injured:
	Your name:		Condition of patient(s):
	Name of patient(s):		First aid being given:

Wait for the other person to hang up first. After they ask any remaining questions and hang up, you may hang up the phone

OTHER IMPORTANT CONTACT INFORMATION

TITLE	NAME/CONTACT PERSON	PHONE
Camp Administrator	Michael Ginn	(707) 321-5927
Asst Administrator	Bob Keig	(707) 226-7020
Asst Administrator	Mike Erickson	(707) 252-3210

Medical

Ambulance service	_____	911
Hospital (Healdsburg)	Healdsburg Hospital Emergency Room	(707) 431-6500
Physician	Douglas B. McMullan, McMullen Redding, CA _____	(707) 530-244-2312 – home (707) 530-244-4034 – work

Fire Safety

Local fire department	_____	911
Forest Service (Fire)	CDF at The Sea Ranch	(707) 785-2335

Law Enforcement

Sheriff, Sonoma County	_____	(707) 565-2121
Highway Patrol	Ukiah _____ Kelseyville _____	(707) 467-4000 (707) 279-0103
Child Protective Services	Ukiah _____	(707) 463-7990

CAMP LIAHONA REDWOODS

APPENDIX C: FORMS

CAMP LIAHONA REDWOODS CHECK IN/CHECK OUT

This form is to be filled out during the walk-thru at the beginning and end of each camp week by the Stake Camp Director or her designee and the Camp Administrator / Guardian.

Stake:

General Procedures

- All Garbage must be hauled out with you when you leave
 - Do not leave any food items out overnight, we have critters
 - Beware of ticks and poison oak
 - Camp fires allowed only in designated areas within camp
 - Furniture and picnic tables returned to original location
 - Ensure that all parking areas are clean and that all litter is picked up
 - Ensure that all trail areas are clean and that all litter is picked up
-

Handicap Housing

IN	OUT	Please initial each item
_____	_____	Sweep and mop all floors
_____	_____	Garbage empty. Liners in cans. This includes sanitary
napkin holders.	_____	
_____	_____	Broom, toilet brush, and plunger in bathroom
_____	_____	Clean sinks, mirrors, and toilets
_____	_____	Spray shower floors with 50% water/Clorox solution
_____	_____	Leave enough soap, toilet paper, and paper towels to
start next camp	_____	
_____	_____	Check to be sure nothing is left behind. Close door.
_____	_____	Lights out.

North Star Lodge

IN	OUT
_____	_____
_____	_____
_____	_____
_____	_____
napkin holders.	_____
_____	_____
bathrooms	_____
_____	_____
_____	_____
start next camp	_____
_____	_____
_____	_____
exterior of lodge	_____
_____	_____
_____	_____
_____	_____
garbage cans	_____
_____	_____

Please initial each item
Sweep and mop all floors
Clean out fireplace ashes and dispose properly
Clean Kitchen (see Kitchen Form)
Garbage empty. Liners in cans. This includes sanitary

Clean counters, sinks, mirrors, showers, and toilets in

Spray shower floors with 50% water/Clorox solution
Leave enough soap, toilet paper, and paper towels to

Broom, toilet brush, and plunger in bathrooms
Sweep decks and clear any garbage or debris from

Check to be sure nothing is left behind. Close door.
Bunk bed mattresses turned on sides.
Sweep exterior decks, police and clean exterior areas,

Lights out.

Legacy Lodge

IN	OUT
_____	_____
_____	_____
_____	_____
_____	_____
napkin holders.	_____
_____	_____
bathrooms	_____
_____	_____
_____	_____
start next camp	_____
_____	_____
_____	_____
exterior of lodge	_____
_____	_____
_____	_____
_____	_____
garbage cans	_____
_____	_____

Please initial each item
Sweep and mop all floors
Clean out fireplace ashes and dispose properly
Clean Kitchen (see Kitchen Form)
Garbage empty. Liners in cans. This includes sanitary

Clean counters, sinks, mirrors, showers, and toilets in

Spray shower floors with 50% water/Clorox solution
Leave enough soap, toilet paper, and paper towels to

Broom, toilet brush, and plunger in bathrooms
Sweep decks and clear any garbage or debris from

Check to be sure nothing is left behind. Close door.
Bunk bed mattresses turned on sides.
Sweep exterior decks, police and clean exterior areas,

Lights out.

Chapel

IN	OUT	Please initial each item
_____	_____	Ensure that entire Chapel area is clean and that all litter is picked up
_____	_____	Remove all garbage and put fresh liners in garbage cans.

Health Center

IN	OUT	Please initial each item
_____	_____	Sweep and mop all floors
_____	_____	Clean Kitchen (see Kitchen Form)
_____	_____	Garbage empty. Liners in cans. This includes sanitary napkin holders.
_____	_____	Clean counters, sinks, mirrors, showers, and toilets in bathrooms
_____	_____	Spray shower floors with 50% water/Clorox solution
_____	_____	Leave enough soap, toilet paper, and paper towels to start next camp
_____	_____	Broom, toilet brush, and plunger in bathrooms
_____	_____	Sweep the deck and stairs. Clean exterior areas.
_____	_____	Check to be sure nothing is left behind. Close door.
_____	_____	Lights out.

Women of Faith Cabins

IN	OUT	Please initial each item
_____	_____	Sweep out all cabins
_____	_____	Pick up any garbage or debris in the cabin area
_____	_____	Bunk bed mattresses turned on edge
_____	_____	Check each cabin to be sure nothing is left behind.
_____	_____	Lights out.

Women of Faith Restrooms/Showers

IN	OUT	Please initial each item
_____	_____	Sweep floors. Then hose down floor and squeegee water to the drain
_____	_____	Garbage empty. Liners in cans. This includes sanitary napkin holders.
_____	_____	Clean counters, sinks, mirrors, showers, and toilets
_____	_____	Hose down showers. Spray shower floors with 50% water/Clorox solution
_____	_____	Leave enough soap, toilet paper, and paper towels to start next camp
_____	_____	Broom, toilet brush, and plunger in bathrooms
_____	_____	Shower Curtains in good shape
_____	_____	Lights out

The Hilton

IN	OUT	Please initial each item
_____	_____	Sweep and mop floors
_____	_____	Garbage empty. Liners in cans. This includes sanitary napkin holders.
_____	_____	Clean sinks, mirrors, shower and toilets
_____	_____	Leave enough soap, toilet paper, and paper towels to start next camp
_____	_____	Broom, toilet brush, and plunger in bathroom
_____	_____	Exterior areas are clean
_____	_____	Check to be sure nothing is left behind. Lights out.

Dining Hall

IN	OUT	Please initial each item
_____	_____	Sweep and mop floor
_____	_____	Tables and benches wiped clean
_____	_____	Counter wiped clean and sink washed out
_____	_____	Empty garbage and put new liners in can (inside and outside)
_____	_____	Exterior areas are clean.
_____	_____	Lights out

Kitchen

IN	OUT	Please initial each item
_____	_____	Garbage empty and liners in cans
_____	_____	Garbage area is empty and hosed out
_____	_____	Floors swept and mopped
_____	_____	Clean ovens and racks, stove tops, back guard, grease catchers
_____	_____	Clean convection oven and racks
_____	_____	Walk in refrigerator, shelves wiped down, floor mopped, and all food gone
_____	_____	Walk in freezer, shelves wiped down, floor mopped, and all food gone
_____	_____	Counters and sinks clean and wiped dry – free of any dishes
_____	_____	Floor drains under sinks cleaned
_____	_____	Inventory kitchen equipment
_____	_____	Exterior areas are clean
_____	_____	Lights out

Craft Shack

IN	OUT
_____	_____
_____	_____
_____	_____

Please initial each item
Sweep floor
Pick up any garbage or debris in the area
Make sure nothing is left behind

Values Grove Cabins

IN	OUT
_____	_____
_____	_____
_____	_____
_____	_____

Lights out.

Please initial each item
Sweep out all cabins
Pick up any garbage or debris in the cabin area
Turn bunk bed mattresses on sides
Check each cabin to be sure nothing is left behind.

Values Grove Restrooms/Showers

IN	OUT
_____	_____
water to the drain	_____
_____	_____
napkin holders.	_____
_____	_____
_____	_____
water/Clorox solution	_____
_____	_____
start next camp	_____
_____	_____
_____	_____
_____	_____

Please initial each item
Sweep floors. Then hose down floor and squeegee
Garbage empty. Liners in cans. This includes sanitary
Clean counters, sinks, mirrors, showers, and toilets
Hose down showers. Spray shower floors with 50%
Leave enough soap, toilet paper, and paper towels to
Broom, toilet brush, and plunger in bathrooms
Shower Curtains in good shape
Lights out.

Amphitheater

IN	OUT
_____	_____
litter is picked up	_____
_____	_____
cans.	_____

Please initial each item
Ensure that entire Amphitheater area is clean and all
Remove all garbage and put fresh liners in garbage

Tent Sites

IN	OUT
_____	_____
areas	_____
_____	_____
is picked up	_____

Please initial each item
Clean out fire pits in Values Grove and Women of Faith
Ensure that entire tent site area is clean and that all litter

2012 LIAHONA REDWOODS CAMP DATE REQUEST FORM

The following dates will be available for YW camp for 2012. Please indicate your 1st, 2nd and 3rd choices. Also note which dates will NOT work for your stake due to school calendar, youth conferences, trek, or other conflicts. You have access to camp from Saturday at 1:00 P.M. to the following Saturday at 12:00 P.M.

As discussed in our September meeting, assignments will be made based on what choice you had for 2011, with every effort made for equality and fairness. We'll try to follow the ABC order, but that won't be guaranteed.

Please discuss the dates with your YW presidency and Stake presidency to ensure the dates you choose will work. Please bring this completed form to the February 5th meeting.

June 2 – June 9	
June 9 – June 16	
June 16 – June 23	
June 23 – June 30	
June 30 – July 7	
July 7 – July 14	
July 14 – July 21	
July 21 – July 28	
July 28 – August 4	
August 4 – Aug. 11	

Stake

Camp Director

Stake YW President

CAMP LIAHONA REDWOODS

CAMP USE REPORT

2011

STAKE: _____ DATE: _____

CAMPING DATES: FROM: _____ TO: _____

PRE - CAMP

NUMBER OF GIRLS: _____ X \$45 EACH = \$ _____

NUMBER OF STAFF: _____ X \$20 EACH = \$ _____

NUMBER OF PRIESTHOOD: _____ X \$20 EACH = \$ _____

*Fees are due for each person who attends camp regardless of the days they attend.
Bishoprics & Stake Presidencies that are guests for special programs are free.*

TOTAL DUE = \$ _____

Make check payable to: Camp Liahona Redwoods

NOTE: This report and the funds due are to be submitted no later than May 1st to the Camp Secretary:
Terrie Ginn, 8065 Dove Lane, Windsor, CA 95492

Please send one copy and retain a copy for your files.

Questions: Call Terrie Ginn 707/326-7179 or email at ginnsx4@sbcglobal.net

POST - CAMP

This section is to be filled out on the last day of camp at check out with the Camp Administrator

NUMBER OF GIRLS: _____ X \$45 EACH = \$ _____

NUMBER OF STAFF: _____ X \$20 EACH = \$ _____

NUMBER OF PRIESTHOOD: _____ X \$20 EACH = \$ _____

NUMBER OF WATER BOTTLES OPENED: _____ X \$__ EACH = \$ _____

TOTAL DUE = \$ _____

TOTAL PREVIOUSLY SUBMITTED = \$ _____

BALANCE DUE = \$ _____

(DUE WITHIN 30 DAYS TO TERRIE GINN)

OR REFUND DUE TO STAKE = \$ _____

(REFUNDS DUE TO THE STAKE WILL BE PROCESSED BY THE CAMP WITHIN 30 DAYS)

Camp Director's Signature

DATE: _____

Camp Administrator's Signature

DATE: _____

CAMP LIAHONA REDWOODS CAMP EVALUATION

Stake: _____ Camp Director: _____

Camping Dates: From: _____ To: _____

Please evaluate the following areas. "E" = Excellent "G" = Good "F" = Fair "P" = Poor
Comments are welcome, but mandatory for Fair or Poor ratings.

CAMP FACILITIES

	E	G	F	P	Comments
Sleeping Areas					
Restrooms					
Showers					
Dining Hall					
Kitchen					
The Hilton					
Craft Shack					
Legacy Lodge					
North Star Lodge					
Amphitheater					
Chapel					
Flagpole Area					
Trails in Camp					
Hiking Trails					
Garbage Handling					
Water Quality					
Supplies provided by Camp					
Condition of camp upon arrival					
Condition left by your Stake					

CAMP PERSONEL INTERACTION

Camp Administrator					
Camp Host					
Kitchen Director					
Check in & Check out procedures					

Other Comments & Suggestions: _____

Suggestions for improvements/needs for camp in priority order (use back of form if needed):

1. _____
2. _____
3. _____
4. _____

Camp Liahona Redwoods Kitchen/Dining Hall

Kitchen Policies and Procedures

- ❖ The Camp Administrator / Guardian will meet with the Stakes head cook on the first day of camp.
- ❖ All shelves and cookware will be marked with a letter. Make sure the marked cookware is stored on its corresponding shelf. (i.e. Items marked with the letter "A" will be stored on the shelf marked with the letter "A")
- ❖ Photos are available for use as a guide map of where kitchen items belong, if needed.
- ❖ Kitchen and dining hall floors should be mopped daily. Clean up food spills as they occur in order to reduce the chances of attracting rodents.
- ❖ Floor mats removed and rinsed with soap daily in the designated wash station.
- ❖ Storage space for garbage is limited. Any paper goods, cardboard, all cans, plastic, and glass containers will be prepared for recycling in order to reduce waste. Please flatten any cardboard boxes and crush plastic milk containers. See Garbage Transfer Instructions.
- ❖ All cookware, dishes, and kitchen equipment should remain in the Main Kitchen/Dining Area. An inventory list will be provided at the time of check in. If an item should break during use in the kitchen, please notify the Camp Administrator / Guardian as soon as possible for repair/replacement.
- ❖ Do not use any abrasive materials to clean the stainless steel counters and surfaces. It is recommended that "Soft Scrub" and a cotton terry towel be used for cleaning these surfaces.
- ❖ Be sure to use the cutting boards provided when cutting food items.
- ❖ **DO NOT USE KNIVES ON THE STAINLESS STEEL SURFACES.**
- ❖ **The walk in cooler should be no warmer than 40 degrees Fahrenheit.** If the walk-in cooler consistently exceeds this recommended temperature, please notify the Camp Administrator / Guardian immediately.
- ❖ **The freezer should be no warmer than 0 degrees Fahrenheit.** If the freezer consistently exceeds this recommended temperature, please notify the Camp Administrator. Guardian immediately.
- ❖ **The griddles are not temperature controlled. They will burn if left on high. By reducing heat you will get better cooking results and not burn the griddle black. See Kitchen Director on controlling temperature.**

CAMP LIAHONA REDWOODS

APPENDIX D: RESOURCES

- **Young Women Camp Manual**
 - **Request manual from your Ward**
- **Young Women Camp Leader Guide**
 - **Request pamphlet from your Ward**
- **For the Strength of Youth**
 - **Request pamphlet from your Ward**
- **California Recreational Health / Camps Regulations**
 - **Attached**

CAMP LIAHONA REDWOODS

APPENDIX D: RESOURCES

- **Young Women Camp Manual**
 - **Request manual from your Ward**

CAMP LIAHONA REDWOODS

APPENDIX D: RESOURCES

- **Young Women Camp Leader Guide**
 - **Request pamphlet from your Ward**

CAMP LIAHONA REDWOODS

APPENDIX D: RESOURCES

- **For the Strength of Youth**
 - **Request pamphlet from your Ward**

CAMP LIAHONA REDWOODS

APPENDIX D: RESOURCES

California Recreational Health / Camps Regulations CDPH

**Laws and Regulations Relating to
ORGANIZED CAMPS**

**Excerpts from the
California Health and Safety Code
and the
California Code of Regulations**

**2008
State of California
Department of Public Health
1616 Capitol Avenue, 2nd Floor
Sacramento, CA 95814**

(This document is for informational purposes only. Should the reader want assurance that the referenced material is current the codes should be referred to directly.)

Revised 08/11/08

CONTENTS

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1. Camps – California Health and Safety Code, Division 13, Part 2.3, Sections 18897 – 18897.7	2
2. Supplement and Guide to the Definition of an “Organized Camp”	4
3. Organized Camps – California Code of Regulations, Title 17, Sections 30700 – 30753	5

Effective July 1, 2007, the California Department of Health Services was split into two separate agencies, the Department of Health Care Services, and the Department of Public Health. This split was affected by the passage of S.B. 162, Chapter 241, Statutes of 2006. The subject of this informational document was assigned in that legislation to the Department of Public Health.

**CALIFORNIA HEALTH AND SAFETY CODE
DIVISION 13, PART 2.3, CAMPS**

Sections 18897 - 18897.7.

18897. Organized camp.

18898.1. Camper.

18897.2. Minimum standards for organized camps; enforcement of building standards; rules and regulations.

18897.3. Minimum fire safety regulations; building standards.

18897.4. Enforcement by local health officer.

18898.5. Enforcement of building standards and regulations relating to fire safety.

18897.6. Regulation of camps by state agencies.

18897.7. Violations; misdemeanor.

18897. Organized camp.

(a) "Organized camp" means a site with program and facilities established for the primary purposes of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives, for five days or more during one or more seasons of the year.

(b) The term "organized camp" does not include a motel, tourist camp, trailer park, resort, hunting camp, auto court, labor camp, penal or correctional camp nor does it include a child care institution or home-finding agency.

(c) The term "organized camp" also does not include any charitable or recreational organization which complies with the rules and regulations for recreational trailer parks provided for by subdivision (b) of Section 18301.

18897.1.

"Camper" means any person in an organized camp on a fee or nonfee basis who is a participant in the regular program and training of an organized camp, and who may take on duties relating to such program and training.

18897.2. Minimum standards for organized camps; enforcement of building standards; rules and regulations.

(a) Except as provided in Section 18930, the State Director of Health Services shall adopt, in accordance with the provisions of Chapter 3.5 (commencing with Section 11340) Part 2 of Division 3 of Title 2 of the Government code, such rules and regulations establishing minimum standards for organized camps and regulating the operation of organized camps as the director determines are necessary to protect the health and safety of the campers. The State Director of Health Services shall adopt and submit building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 for the purposes described in this section. The State Department of Health Services shall enforce building standards published in the State Building Standards Code relating to organized camps and such other rules and regulations adopted by such director pursuant to the provisions of this section as such director determines are necessary to protect the health and safety of camps. In adopting building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 and in adopting such other rules and regulations pursuant to the provisions of this section, the State Director of Health Services shall consider the Resident Camp Standards of the American Camping Association.

(b) The Director of Health Services shall, on or before January 1, 1981, adopt and submit building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 and shall, on or before January 1, 1981, adopt such other rules and regulations pursuant to the provisions of this section establishing minimum standards for intermittent short-term organized camps operated by a city or a county as the director deems necessary to protect the health and safety of campers. For the purposes of this subdivision, "intermittent short-term organized camps" means a site for camping by any group of people for a period of not more than 72 consecutive hours for such group.

18897.3. Minimum fire safety regulations; building standards.

Except as provided in Section 18930, the State Fire Marshal shall adopt minimum fire safety regulations for organized camps in accordance with the provisions of Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code. The State Fire Marshal shall adopt and submit building standards for approval pursuant to Chapter 4 (commencing with Section 18935) of Part 2.5 of this division for the purposes described in this section.

18897.4. Enforcement by local health officer.

Every local health officer shall enforce within his jurisdiction the building standards published in the State Building Code relating to organized camps and the other rules and regulations adopted by the State Director of Health Services pursuant to Section 18897.2.

18897.5. Enforcement of building standards and regulations relating to fire safety.

The building standards published in the State Building Standards Code relating to fire and panic safety and the other regulations adopted by the State Fire Marshal pursuant to Section 18897.3 shall be enforced in the same manner as is prescribed by Sections 13145, 13146, and 13146.5 of this code for the enforcement of building standards published in the State Building Standards Code relating to fire and panic safety and the other regulations that have been formally adopted by the State Fire Marshal for the prevention of fire or for the protection of life and property against fire or panic.

18897.6. Regulation of camps by state agencies.

Organized camps shall not be subject to regulation by any state agency other than the State Department of Health Services, California regional water quality control boards, the State Water Resources Control Board, and the State Fire Marshal; provided, that this section shall not affect the authority of the Department of Industrial Relations to regulate the wages or hours of employees of organized camps and this section shall not be construed to limit the application of building standards published in the State Building Standards Code to structures in organized camps.

18897.7. Violations; misdemeanor.

No organized camp shall be operated in this state unless each site or location in which the camp operates satisfies the minimum standards for organized camps prescribed in building standards published in the State Building Standards Code relating to organized camps, and in other rules and regulations adopted by the State Director of Health Services and the State Fire Marshal. Any violation of this section or of any building standard published in the State Building Standards Code relating to organized camps or any other rule for regulation adopted pursuant to Section 18897.2 or 18897.3 in the operation of organized camps is a misdemeanor.

**SUPPLEMENT AND GUIDE TO THE DEFINITION
OF AN “ORGANIZED CAMP”**

“Organized camp” (as defined in Section 18897) means a site with program and facilities established for the primary purpose of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives for five days or more during one or more seasons of the year.

The criteria to be used in identifying an organized camp are as follows:

1. Camp is located on a permanent site.
2. Camp has a well defined program of organized, supervised activities in which campers are required to participate.
3. There is present at the camp a qualified program director and a staff adequate to carry out the program.
4. A major portion of daily program activities are out of doors.
5. Establishments which rent or lease facilities on an individual, family or group basis for the principal purpose of sporting or other unorganized recreational activities should not be considered an organized camp.
6. Camps operated by organizations such as the Y.M.C.A., Y.W.C.A., Girl Scouts of the United States, Boy Scouts of America, Camp Fire, Salvation Army, etc. are true prototypes of organized camps. Membership in one of the following organizations is indicative of status as an organized camp:
 - a. The American Camp Association, or
 - b. The Christian Camping International, or
 - c. The Western Association of Independent Camps, or
 - d. The Association for Environmental and Outdoor Education Inc., or
 - e. Other similar camping associations.

**California Code of Regulations
Title 17
Sub-chapter 6. Organized Camps**

Article I. General

30700. Definitions.

(a) "Aquatics Supervisor" means a person who provides supervision to the aquatic facility, staff and program of the camp meeting the requirements of Section 30741(d)(1).

(b) "Camp" means an organized camp as defined in Health and Safety Code, section 18897 and does not include facilities, programs and arrangements listed in Health and Safety Code, section 1596.792.

(c) "Counselor" means a person who is directly involved with camp program activities and camper supervision meeting the requirements of Section 30751 (b) and (c).

(d) "Director" means a person who is responsible for day-to-day decision making and supervision of the camp program and staff meeting the requirements of Section 30751 (a).

(e) "Health Screening" means an examination to identify observable evidence of illness, injury, or communicable disease; to review and update each person's health history; and to identify current medical treatment (including medication), allergies or dietetic restrictions.

(f) "Health Supervisor" means a person who is either a physician, registered nurse, licensed vocational nurse who is licensed pursuant to Division 2 of the Business and Professions Code or a person who is trained in accordance with section 1596.866 of the Health and Safety Code.

(g) "Site Operator" means an individual, partnership, joint venture, or organization that owns, leases, or rents an organized camp site.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30701. Limitation of Scope.

The minimum standards pertaining to physical facilities set forth in this subchapter shall not apply to camping activities carried out:

(a) In locations away from the main living and housing areas of the camp and where primitive living conditions, that is, conditions lacking service facilities such as water, sewage, bathing, food, or housing, are an inherent part of the planned activity; or

(b) Where government regulated campgrounds, beaches, or parks are utilized that have the equivalent physical facilities as those required by this subchapter.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.

Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30702. General Camp Safety Requirements.

The camp and established trails, shall be in an area properly drained and free or protected from natural or man-made hazards, such as mine pits, quarries, and high-speed roads, or large numbers of insects and venomous snakes. Poison oak shall be controlled. Excessive dust that may be injurious to health and safety in the main living and housing areas of the camp shall be prevented by suitable means.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.

Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30703. Notice of Intention to Operate.

(a) At least 30 days prior to the operation of any camp in any calendar year, written notice shall be sent by the site operator to the local health officer of the city, county, or city and county in which the camp is located, setting forth the name, location and mailing address of the person or agency that owns the camp, the name and address of the person or agency proposing to operate the camp and the proposed dates of occupancy during that calendar year. Camps which operate year-round shall provide only an initial notice of operation.

(b) Written notice shall be sent to the local health officer at least 30 days prior to:

- (1) Construction of any new camp,
- (2) Any major expansion of physical facilities or
- (3) Any changes to items of information required in (a) above.

(c) The local health officer shall acknowledge receipt in writing, within seven days, of said notices and shall, at the same time, send a copy to the State Fire Marshal.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30704. Requirements for Camps.

On an annual basis and at change of ownership the site operator shall submit to the local health officer:

(a) A written verification that the camp is accredited by the American Camp Association, (formerly the American Camping Association)

or:

(b)(1) A written description of operating procedures that describes the program of organized and supervised activities of the camp in the following areas:

- (A) Supervisor qualifications and training
- (B) Staff skill verification criteria and process
- (C) Participant eligibility requirements (if any)
- (D) Staff-to-participant supervision ratios
- (E) Equipment needed
- (F) Safety procedures
- (G) Emergency procedures specific to location
- (H) Environmental hazards

THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY.

- (I) Access and equipment control
- (J) Equipment and maintenance repair

(2) An accepted reference for these operating procedures are the following chapters of the Accreditation Standards for Camp Programs and Services (2007 Edition) published by the American Camp Association, Martinsville, Indiana, identified as:

- (A) PD – Program - Design and Activities
- (B) PA - Program - Aquatics
- (C) PC – Program – Adventure/challenge
- (D) PH - Program – Horseback Riding
- (E) PT - Program – Trip and Travel

(c) A written statement by the Director that the Director has reviewed the criminal history record check and voluntary disclosure statement as described in section 30751 for all individuals for which it is required by section 30751(a), and documentation of the criminal history record check of the Director.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Article 2. Utilities

30710. Water Supply.

(a) A dependable supply of potable water adequate to furnish 50 gallons of water per person per day shall be available. Where pit or chemical toilets are used, this figure may be reduced to 30 gallons per person per day.

(b) The water supply system shall conform to the following:

(1) Water wells shall be constructed in accordance with the requirements of California Bulletin 74-81, Well Water Standards, Chapter II and Appendices A, B, C (December 1981) and California Bulletin 74-90 (June 1991), Well Water Standards published by the Department of Water Resources, State of California Resources Agency.

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(2) Springs shall meet the following requirements:

(A) Use of a spring as a potable water source shall not be permitted if it is located on the side of or at the foot of a hill where cesspools, privies, sewers, or other sources of contamination would be located above the spring and in the path of the groundwater flow toward the spring. In no case shall a spring be used if it is located closer than 200 feet to an upstream potential source of contamination.

(B) Springs used as a potable water source shall be developed with a tight box or enclosure including a watertight cover with no openings that will permit entrance of surface waters, windblown dusts or small animals.

(3) No stream sources for potable water shall be used without treatment.

(4) Water supply, quality, monitoring, storage, and distribution shall comply with the requirements of the California Safe Drinking Water Act, Health and Safety Code, Section 116270, et seq.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30711. Drinking Water.

Drinking water shall be provided and be centrally located in the camp.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30712. Handwashing Facilities.

Handwashing facilities shall be provided adjacent to all flush toilets. Single service soap dispensers shall be provided at handwashing facilities, except for those handwashing facilities located in camper housing facilities.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30713. Showers.

When campers are present for three or more consecutive days and nights, showers shall be provided.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30714. Toilets.

Toilets shall be provided at the ratio required in Table 4-4, Part 5, Title 24, California Code of Regulations. Pit or chemical toilets may only be used in remote areas where a plumbing system for water distribution is unavailable. Pit or chemical toilets shall be located so as not to endanger water supplies and shall be so constructed as to exclude flies and vermin.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Article 3. Housing

30720. Building Structures.

(a) Plans and specifications for every building or structure shall be approved by the local health officer prior to start of any construction.

(b) Nothing in this section shall prohibit the State Department of Public Health or local health officer from contracting with the Office of the State Architect of the Department of General Services or any private or other governmental agency for the review of design and performance of inspection of construction of camp buildings and structures, in accordance with the provisions of this section.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30721. Sleeping Accommodations.

Head-to-head sleeping accommodations shall be prohibited. A minimum space of 18 inches, or a physical barrier, shall be provided between bed units including sleeping bags.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30722. Repair, Safety, Maintenance and Sanitation.

(a) Every building, structure, tent, tent structure, cabin, and premises shall be kept in good repair, and shall be maintained in a safe and sanitary condition, clean and free from accumulations of paper, rubbish, or standing water, satisfactory to the local health officer.

(b) All appliances, equipment, devices, facilities, electrical, mechanical, plumbing, refrigerating and ventilating systems shall be kept in good repair, and shall be maintained in a safe and sanitary condition satisfactory to the local health officer.

(c) When provided, mattresses, mattress covers, blankets, sheets, pillows, and/or sleeping bags shall be maintained sanitary and in good condition. Blankets, sheets, pillows, and/or sleeping bags shall be laundered and/or sanitized prior to issuance to a camper. Mattresses shall be covered with waterproof material or washable covers so as to be easily cleaned and sanitized.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30723. Overhead Electrical Line Construction.

All overhead electrical lines installed in a camp shall be in accordance with the Public Utilities Commission, General Order No. 95 (January 2006), Rules for Overhead Electrical Line Construction.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Article 4. Food Service Facilities and Operations

30730. Food Service Facilities.

Food service facilities shall comply with the requirements of the California Retail Food Code, Health and Safety Code, Section 113700, et seq.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Article 5. Solid Waste

30735. Garbage and Refuse.

All garbage and refuse shall be deposited and stored in fly-tight containers, removed and disposed of at a frequency and in a manner satisfactory to the local health officer.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Article 6. Vector Control

30736. Vectors and Pests.

Every camp shall have a plan and equipment for coping with excessive numbers of flies, mosquitoes and other insects and with rodents. At times or places where special risk of transmission of disease to humans from insects, rodents or other animals exists, the camp shall institute special measures to protect the campers, under the guidance of the local health officer.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Article 7. Swimming and Bathing

30740. Swimming Facilities.

All swimming pools, pools, wading pools and special purposes pools which are located in or provided for any camp shall be designed, constructed, maintained, and operated in accordance with the provisions of Article 5, Chapter 5, Part 10, Division 104, of the Health and Safety Code, Sections 116035-116068, and with the applicable provisions of Chapter 20, Division 4, Title 22, and Chapter 31, Part 2, Title 24, Sections 3101B-3137B.2, and Figures 31B-1-31B-5 of the California Code of Regulations.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30741. Lake, Stream, River or Ocean Swimming.

(a) A plan for the use of any lake, stream, river or the ocean by any camp for swimming or boating shall be:

- (1) Developed and maintained by the Director,
- (2) Submitted to the local health officer prior to use, and
- (3) Implemented in accordance with any special conditions that may be specified in writing by the local health officer to protect health and safety.

(b) Any camp which uses places such as lakes, streams, rivers or the ocean for swimming shall be equipped with at least one lifeboat or equivalent water safety device that is suited to the size, location and use of the water facility, population of the camp, and dangers inherent to the water facility as determined by the Director of the camp and that shall:

- (1) Be used for no other purpose than for saving lives or for other emergencies,
- (2) Be kept in good repair and readily accessible to the areas of potential use, and
- (3) Comply with Harbors and Navigation Code Section 652.

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(c) No camp shall maintain or use a lake, stream or river unless careful soundings of depth of water and location of eddies and pools and determinations of the presence and nature of dangerous currents, sunken logs, rocks and obstructions in the lake, stream or river have been made and:

(1) Legible signs indicating in plain letters, the depth of water, the location of pools or eddies, and the presence and direction of currents of water shall be posted at any lake, stream or river used by a camp for camper swimming, and

(2) The signs shall be visible from the swimming or bathing area during the season when bathing and swimming are permitted.

(d) Lifeguard services equivalent to those defined in Section 116028, Health and Safety Code, shall be provided at any location used for swimming by campers.

(1) There shall be a designated aquatics supervisor who is at least 18 years of age and who shall possess an American Red Cross Lifeguard Certificate, YMCA Swim Lifesaving Certificate or its equivalent certificate.

(2) Lifeguard service shall be provided at a ratio of 1 lifeguard for each 25 campers in the water.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

Article 8. Supervision

30750. Health Supervision.

(a) Every camper and each staff member entering camp shall furnish a health history of his or her health status that is completed and signed by the individual camper or staff member, or by the parent or guardian if the camper or staff member is under the age of 18. This history shall be kept on-site as long as the camper or staff member is at camp and shall include the following:

(1) A description of any health condition requiring medication, treatment, special restriction or consideration while at camp,

(2) A record of immunizations including date of the last tetanus shot,

(3) A record of any allergies.

(b) A signed statement by a parent or guardian to seek emergency medical treatment shall be provided for each staff member or camper, except those minors accompanied in camp by a parent or guardian. The local health officer, when necessary for the protection of the health of campers and staff members, may require special inoculations and testing for each camper and staff member entering camp.

(c) There shall be a full-time adult Health Supervisor charged with health supervision at the camp when campers are present.

(d) Health screening shall be conducted under the supervision of the Health Supervisor by qualified staff that meet the requirements of section 30700 (f) for:

(1) All staff prior to the arrival of campers; and

(2) All campers under the age of 18 who are unaccompanied by a parent or guardian within 24 hours of arrival at camp.

(e) If a physician is not on site when campers are present, arrangements shall be made for a physician to be available on an on-call basis. An infirmary (tentage or other shelter), with provision for isolating patients, shall be provided. Advance arrangements shall be made for the immediate removal of seriously sick or injured campers or staff members to a point of adequate medical care, on recommendation of a physician. This subsection shall not apply to intermittent short-term organized camps operating less than 72 hours except when required by the local health officer for the protection of the health of campers and adult supervisors.

(f) A medical logbook shall be maintained by the Health Supervisor which includes at least the following information for each accident, injury or illness:

(1) Name of the person treated;

(2) Dosage and intervals of any medication dispensed;

(3) First aid or medical treatment rendered;

(4) Name of the person administering the first aid or medical treatment;

(5) Date and time of treatment; and

(6) Date parent/guardian notified of accident, illness or injury.

(g) The Health Supervisors or the site operator shall report all occurrences of foodborne illness, suspected foodborne illness, or any other reportable disease as required by California Code of Regulations Title 17, section 2500(b) promptly to the local health officer for the camp location.

(h) All medication brought to a camp by campers that needs to be dispensed by the Health Supervisor or qualified staff that meet the requirements of section 30700 (f) shall be:

(1) In the original container and labeled in accordance with California Health and Safety Code, Division 104, Part 5, Chapter 6, Article 3, commencing with section 11330, or

(2) In containers accompanied by specific written dispensing instructions from a parent, legal guardian, or physician licensed pursuant to Division 2 of the Business and Professions Code, and

(3) Stored in a locked container when unattended by the Health Supervisor.

(i) A written health care plan developed and maintained by the Health Supervisor shall be used at the camp. The health plan shall include:

(1) The responsibilities and authority of the Health Supervisor and other qualified health staff meeting the requirements of section 30700 (f) that provide health care including first aid,

(2) The procedures for camp health care and sanitation,

(3) A record keeping process,

(4) A plan for provision and maintenance of supplies and equipment, and

(5) The relationships and agreements with local medical personnel, hospitals, and providers of emergency care and other emergency care providers, and

(6) A plan to prevent and control the spread of pandemic flu or other communicable diseases among campers.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.

Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30751. General and Safety Supervision.

(a) When campers are present, every camp shall have a Director at the camp in charge who is at least 25 years of age and has at least two seasons of administrative or supervisory experience in camp activities. The Director shall provide staff for the care, protection, and supervision of the campers. The Director and all camp counselors shall not have direct unsupervised contact with campers without first obtaining a satisfactory criminal history record check from the California Department of Justice, Bureau of Criminal Identification, or U.S. Department of Justice National Sex Offender Public Registry, and a voluntary disclosure statement that contains the same information as standard HR-4 Staff Screening of the Accreditation Standards for Camp programs and Services, American Camp Association (2007 Edition).

(b) When campers are present, there shall be at least one counselor who is a high school graduate or who is at least 18 years of age, for each 10 campers under 16 years of age.

(c) The Health Supervisor shall verify that all counselors have been trained in the principles of first aid and cardiopulmonary resuscitation.

(d) Subsections (b) and (c) shall not apply to intermittent organized short-term camps.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30752. Firearms.

All firearms and ammunition, when not in use for authorized camp activities, shall be stored in a cabinet designated for this use and locked. The key shall be in the possession of the Director or qualified designee meeting the requirements of section 30751(a).

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.

30753. Emergency Plan.

(a) Each camp shall retain on site a written site specific plan, approved by the Director, outlining procedures which deal with the following emergency situations:

- (1) Natural disasters.
- (2) Lost campers.
- (3) Fires.
- (4) Transportation emergencies.
- (5) Severe illnesses and injuries.
- (6) Strangers in camp.
- (7) Aquatic emergencies as appropriate for the site.
- (8) Other emergency situations as appropriate for the site.

(b) The site specific plan shall include procedures for:

- (1) Evacuation of the camp site,
- (2) Control of vehicular traffic through the camp, and
- (3) Communication from persons at the site of an emergency to the emergency medical facilities, the nearest fire station, and both administrative and health staff of the camp.

(c) Camp staff shall be trained in implementation of the procedures set forth in the emergency plan.

Note: Authority cited: Sections 18897.2, 131050, and 131200, Health and Safety Code.
Reference: Sections 18897.2, 131051, and 131052, Health and Safety Code.